

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract ID Code

Page

of Pages

1

9

2. Amendment/Modification No.

A02

3. Effective Date

01/12/2007

4. Requisition/Purchase Req. No.

5. Project No. (if applicable)

6. Issued By

Millennium Challenge Corporation  
875 Fifteenth Street, NW  
Washington, DC 20005

Code MCC

7. Administered By (If other than Item 6)

Code

8. Name and Address of Contractor (No., Street, County, and Zip Code)

To All Offerors

(X)

9A. Amendment of Solicitation No.

MCC-07-RFP-0008

X

9B. Date (See Item 11)

12/21/2006

X

10A. Modification of Contract/Order No.

10B. Date (See Item 13)

Code

Facility Code

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR  
MENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY  
IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram  
letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date

12. Accounting and Appropriation Data (if required) N/A

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. This change order is issued pursuant to: (Specify authority) The changes set forth in item 14 are made in the Contract Order No. in item 10A.

B. The above numbered Contract/Order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.)  
Set fourth item 14, pursuant to the authority of FAR 43.103 (b)

C. This supplemental agreement is entered into pursuant to authority of:

D. Other (Specify type of modification and authority)

### E. IMPORTANT:

☒

is not,

☐

is required to sign this document and return \_\_\_\_\_ copy to the issuing office.

14. Description of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter wher feasible.)

The purpose of this Amendment is to provide responses to the questions received by the December 29, 2006 due date.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name and Title of Signer (Type or Print)

16A. Name and title of Contracting Officer (Type or Print)

G Quent Williams

202. 521.3880

Contracting Officer

15B. Contractor/Offeror

15C. Date Signed

16B. United States of America

16C. Date Signed

(Signature of person authorized to sign)

(Signature of Contracting Officer)

01/12/2007

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (REV. 10-83)

PREVIOUS EDITIONS UNUSABLE

Prescribed by GSA FAR (48 CFR) 53.243

1A. Are Contractor Performance Reports (CPRs) required in addition to the Past Performance Questionnaire (PPQ) and the relevant past performance references (PPRs) described on pages 45-46 of the RFP?

**MCC Response:**

No, if CPRs are available for the last three years you may include them within Volume 1, Annex 3 and PPQs and PPRs will not be required.

1B. If so, should the CPRs be signed by COTRs and COs (as described in Attachment 2 of the RFP)? This would require additional time as some government offices don't issue timely CPRs or don't respond timely to requests for CPRs.

**MCC Response:**

CPR should be signed by COTRs.

2. May the PPQ and the PPRs described on pages 45-46 of the RFP be provided in Annex 3 of the technical proposal?

**MCC Response:** Yes PPQ or PPRs are required to be submitted under Volume 1, Annex 3 of the proposal.

3. Are CPRs, PPQs and PPRs required for sub-contractors as well?

**MCC Response:** If the subcontractor(s) are acting as a partner or will be doing a major part of the work then yes they will be required to submit the required information.

4. While the RFP provides the requisite personnel qualifications, it doesn't provide a description of the general responsibilities of each labor category (i.e. Program Manager, Senior Analyst). Can the MCC offer further guidance?

**MCC Response:** It is not a requirement, but if the Contractor would like to provide a brief description of each position proposed they may do so but it is not a requirement.

5. The proposal organization doesn't include space for an ID/IQC management section. How should the contract management approach be presented?

**MCC Response:** We rely on the offeror(s) to provide a proposal that reflects how they will best support the anticipated program utilizing the resources available to them. If you feel that a management section is key to your approach then you may want to include such information.

6. The text following the second and the fourth bullet on page 44 of the RFP ends with OR. Is there any further text that is missing?

**MCC Response:** "OR" is a typo and shall be deleted.

7. Are non-disclosure statements required at the time of proposal submission or at a later (task order) stage?

**MCC Response:** Non-disclosure statements are due upon award.

8. Please clarify the number of paper copies of offers that must be submitted. Under Section L.5.2 on page 44 of the solicitation indicates that 1 original and 3 paper copies of proposals should be submitted, whereas the cover sheet indicates 1 original and 4 copies should be submitted.

**MCC Response:** 1 original and 4 copies is the correct amount of copies.

9. Section L.5.2. on page 44 of the solicitation regarding Page Limitations: The page limitation for Volume 1 Proposal Sections and Volume 1 Proposal Annexes Section excludes the cover page and the Table of Contents. Will Divider Pages (Fly Sheets) between Sections and Annexes be counted towards the page limitations or be excluded from the page limitations?

**MCC Response:** Divider pages between sections and annexes are not part of the page count.

10. Section L.5.2 on page 44 of the solicitation states that "Each 8 and 1/2 by 11 inch 'sheet' shall count as one page." Please clarify whether a "sheet" means the front and back of a page, or just one side of a page.

**MCC Response:** The front and back of a page would equal 2 pages.

11. Section L.5.3.1 on page 45, under Annex.3, Contractor Performance Reports (short form) are requested for "projects completed in the four years from the initial date of this solicitation or currently in process." Under Section L.5.3.2. Past Performance Survey, the solicitation states that "Past Performance shall be evaluated for projects completed in the three years from the date of this solicitation or currently in process, ..." Please clarify whether projects completed in the three or four years from the initial date of this solicitation may be considered for evaluation under this solicitation.

**MCC Response:** Three years from the initial date of this solicitation is the correct number.

12. Section L.5.3.2 Past Performance Survey on page 45 of the solicitation states that "Each Offeror shall provide a self assessment of its own past performance and provide Past Performance Questionnaires (PPQ) (Section J-Attachment 2) responses from previous customers..." Should the Performance Questionnaires (PPQs) be included in Annex 3 of Volume 1 of the proposal? If so, do the PPQ pages count toward the page limitation for that Annexes ("Volume 1 Proposal Annexes (1 through 3) are limited to 35 total pages, excluding the cover page.") discussed on page 44 of the solicitation?

**MCC Response:** PPQ, CPRs and PPRs are required to be submitted under Volume 1 of your proposal, Annex 3. These do count toward the page limitation identified.

13. Section L.5.3.3 Examples of Evaluations and Publications on page 46 of the solicitation states that "This Part shall include articles, studies, and reports of past evaluations using randomized design." Please confirm that only bibliographic information, and not full text, for all articles, studies, and reports is required to be included in the proposal submission.

**MCC Response:** We encourage offerors to include a summary description of their research in addition to the bibliographic information for publicly available articles, studies, and reports. If bibliographic information is not publicly available, please include the full text. The full text will not count toward the 35 page limit for Volume 1 Proposal Annexes.

14. Section L.11 on page 48 Personnel Qualification "The offeror shall provide convincing proof that it has, or has the ability to obtain, and retain, personnel...." Under which volume (Volume 1 - Technical or Volume 2 - Business) of the proposal should the requested information be included?

**MCC Response:** This should be included under Volume 1.

15. Are we limited to the number of people (i.e. CVs) for the Senior and Junior Analysts?

**MCC Response:** No.

16. There is a discrepancy between the SF 33 and Section L on how many proposals and copies we need to submit. Please clarify.

- The SF33- 1 original and 4 copies.

**MCC Response:** One (1) original and four (4) copies is the correct amount.

- In Section L: Proposal submission quantity and format: (Volume 1. Technical Capability- One (1) clearly marked Original and three (3) paper copies plus One (1) CD (to be submitted along with the paper copies) OR ;

**MCC Response:** "OR" is a typo and should be deleted.

- Volume 2. Business Proposal- One (1) clearly marked Original and three (3) paper copies plus, One (1) CD (to be submitted along with the paper copies) OR )

Please confirm that the "OR" between the Volume One and Volume Two requirements is a typo.

**MCC Response:** "OR" is a typo and should be deleted.

17. For Volume 1, Annex I, please clarify what you mean by "Descriptions of Ongoing Work." May we assume that the descriptions of ongoing work will be included within the CVs and not be presented as a separate narrative?

**MCC Response:** Descriptions of ongoing work could include ongoing research that has not yet been published. Offerors are encouraged to highlight the most relevant examples outside of the CVs.

18. There is a discrepancy between the requirements for the CPR forms on page 45. The first requirement states within "four years from the initial date of this solicitation," while the second reference states "three years from the date of this solicitation." Please clarify.

**MCC Response:** Three (3) years from the date of this solicitation is the correct timeframe.

19A. Please clarify as to whether the CPR forms we submit to MCC need to be filled out (Questions 8-17 on the CPR short form (or PPQ form)) by the contracting agency prior to our submission, or if MCC will contact the contracting agency to fill them out.

**MCC Response:**

Yes the CPR forms need to be filled out by the contracting agency prior to your submission and included under Annex 3, Volume 1.

19B. Despite being in the CPR database, many projects have yet to receive a filled out CPR form from the contracting agency, so this could potentially limit the projects we include for evaluation.

**MCC Response:**

If you have existing CPRs they will fulfill the requirements of the RFP. If there are projects where CPRs do not exist, you may send those Clients a PPQ (Attachment II) ask them to complete the form, return it to you for submission with your proposal (Volume 1, Annex 3).

20. In lieu of a CD submission, may we submit an electronic copy of the proposal via email?

**MCC Response:** No

21. L.5.2 General

Please confirm whether tables, diagrams and charts and graphs count towards the total page counts (proposal section and annexes)?

**MCC Response:** Yes, these should be included in the page counts.

22. L.5.3.1 Volume 1 Organization

Annex 3 specifies projects must be completed within the last four years. However, L.5.3.2 requires that projects be completed with the last three years. Please clarify the time period.

**MCC Response:** Three Years is the correct time period

23A. L.5.3.2 Past Performance Survey If the projects cited are available from the online Federal Government CPR system, is the offeror required to also print out a copy of the most recent CPR and include it in the proposal or should only those citations from other governments, multilateral and bilateral donors, etc. be included in the Annex?

**MCC Response:**

Yes a copy of the most recent CPRs should be included in your proposal (Volume 1, Annex 3). Past experience with other governments, multilateral and bilateral donors can also be included in Volume 1, Annex 3)

23B. If the CPR questionnaire needs to be provided to other Clients, should the questionnaires be returned directly to MCC, rather than back to the Contractor?

**MCC Response:**

The questionnaires should be returned directly to the contractor and included in the proposal (Volume 1, Annex 3).

23C. Given the holiday schedules of our clients, and the short turnaround time for preparing this solicitation response, we recommend a list of the contracts cited be provided to MCC for their follow up action.

**MCC Response:**

MCC has extended the receipt of proposals to February 28, 2007 which should allow enough time for clients to respond to requests for completion of PPQs.

23D. If the items listed in subsection (a) are already a part of the CPR, is the Offeror required to duplicate the information as part of its self-assessment?

**MCC Response:**

It is part of the CPR and PPQ and need not be duplicated.

23E. Attachment 1 Non-Disclosure Statement Please confirm that Non-Disclosure Statements are to be submitted upon contract award and are not required as part of the proposal submission.

**MCC Response:** You are correct the non-disclosure statements are due upon contract award.

24. Section H 18 (p. 19): "THE CONTRACTOR SHALL BE INELIGIBLE TO FURNISH, AS A PRIME OR SUBCONTRACTOR OR OTHERWISE, IMPLEMENTATION SERVICES UNDER ANY CONTRACT OR TASK ORDER THAT RESULTS IN RESPONSE TO FINDINGS, PROPOSALS, OR RECOMMENDATIONS IN AN EVALUATION REPORT WRITTEN BY THE CONTRACTOR. THIS PRECLUSION WILL APPLY TO ANY SUCH AWARDS MADE WITHIN 18 MONTHS OF MCC'S ACCEPTANCE OF THE EVALUATION REPORT"

24A. Is this clause applicable for threshold program work being administered by USAID?

**MCC Response:** This clause could be applicable in a case where the contractor wanted to bid on both the implementation of the threshold program and on a separate task order for the evaluation of the threshold program. Final determination would need to be made at the task order level.

24B. For example, if the winning contractor undertakes an evaluation of MCC programs in an eligible country and then within six months that country is now under the threshold program and releases a procurement in a sector covered under the evaluation, will the firm then be ineligible to bid on USAID work?

**MCC Response:** This would need to be determined at the task order level. The Contractor would need to ask USAID if there is a conflict of interest at the time you submit your bid on the USAID work. Contractors responsible for implementing MCA-funded projects would be ineligible from undertaking impact evaluations of those projects.

24C. Looking at the same clause above, is the winning contractor ineligible to bid on MCC work in a particular sector, in a specific country, if they undertake an impact assessment that covers that sector as a whole?

**MCC Response:** Contractors responsible for implementing an MCA-funded project will be ineligible from undertaking an impact assessment of that project. Further clarification on conflict of interest must be made at the task order level.

25. Section M.5 (p. 51): Will there be set-aside task orders for small business under this contract? In addition, will a small business be eligible to compete for all task orders?

**MCC Response:** There will be no set-aside task orders for small businesses. All ID/IQ winners will be eligible to participate in task order competitions.

26. Section H.7 (p. 16). What is meant by "diversion of key personnel?" Diversion from one task order to another? Or diversion from tasks under the IQC to non-related tasks?

**MCC Response:** Key personnel are normally specified under task orders and are considered to be essential to the work being performed. On that basis any replacement, change, substitution or diversions of those specified individuals would require the contractor to immediately notify the Contracting Officer or COTR reasonably in advance of the change.

27A. Section H. 15 (p. 18): Is there a format/page limitation for CVs of personnel?

**MCC Response:** Section H.15 does not have a requirement for CVs.

27B. Are we required to only submit CVs of Key Personnel?

**MCC Response:** No requirement exists in this Section.

27C. How many CVs may be submitted per labor category?

**MCC Response:** None.

28A. Section L.5.3.1 (p. 45): Is there a template form for the Contractor Performance Report (short form)?

**MCC Response:** Yes the template is Attachment II of the RFP entitled "Contractor Performance Report"

28B. Do you want the form in completed form (with inputs from the client and contractor feedback)?

**MCC Response:** Yes

29. Section L.5.3.2 (p. 45): Is there a separate requirement for past performance references. Is there a template form, other than the points noted in L.5.3.2 (a) (i) to (x)?

**MCC Response:** No. Past performance references are part of the "Contractor Performance Report". The template form is Attachment II of the RFP.

30. Section L.5.3.2 (p. 45): Is there a separate requirement for past performance questionnaire. Is there a template form?

**MCC Response:** Yes, but only if a current CPR is not available under an existing database (NIH or DOD).

31A. Section L.5.3.2 (p. 45): What is meant by the "self assessment of its own past performance"?

**MCC Response:** A self-assessment is the critiquing of your own work and a need to form judgments about your strengths and weaknesses.

31B. How is the contractor supposed to respond to this criterion?

**MCC Response:** The self-assessment is written by the company and delineates their views on the performance of that work.

31C. Is there a template?

**MCC Response:** No

32. Section L.5.3.2 (p. 45): In response to which RFP criterion is the offeror meant to use the form provided at the end of the RFP (under Attachment II) entitled "Contractor Performance Report". a) Past Performance Report; b) Past Performance Questionnaire; c) Past Performance References; d) Self Assessment of own Past Performance?

**MCC Response:** The Past Performance Criterion under Volume I.



33. Section B.5 Schedule (p.2): It is noted that the labor categories are illustrative. If the offeror adds a labor category, must it keep the hours the same for the provided labor categories?

**MCC Response:** If the labor categories and hours change then an explanation needs to be provided explaining why the categories and hours are different.

34. Section B.5 Schedule (p.2): Does the offeror need to include a labor category and multiplier for TCN (Third country Nationals - non U.S) or CCN (Local . Host Country Nationals)?

**MCC Response:** If you plan to use TCNs or CCNs in your contract and they will play a major role in your work then you need to identify them, locally hired national personnel shall be paid in accordance with hourly rates negotiated between the contractor and the cognizant MCC Contracting Officer. The negotiated rates for individual locally-hired personnel shall be based upon a combination of factors including, but not limited to, prevailing in-country salaries for the professional category being negotiated and consideration of the individual's education and salary and/or consultant rate history over the most recent 3-year period.

35. If a small business firm, enters into a joint venture with a large business, while maintaining a 51% managing partner interest, would the small business still be eligible for the small business award under this procurement?

**MCC Response:** There is no guaranteed small business award under this procurement.

36. Would it be possible for MCC to grant a one-week extension on the MCC impact proposals, given that roughly one week of the proposal period was taken up by the holidays?

**MCC Response:** Yes. The deadline for proposal submissions has been extended until February 28, 2007.

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